Syllabus

Catalog Description

Focuses on transition issues for sophomores and transfer students in Applied Information Technology programs. Assists sophomore and transfer students with choice of concentration, course selection, and career readiness.

Prerequisites: Sophomore Standing

Required Textbook: None

Rationale

Each student pursuing a Bachelor of Science in Information Technology degree must choose an area of focus by declaring a concentration among one of several fields of study. It is important that these students be guided to choose an area in information technology that best matches their skill set and interests. It is also essential that these students are well informed of the career paths that are available to them upon graduation as well as options to pursue alternative studies including higher level degrees.

Course Outcomes

The three primary goals of the course are to guide students to make informed decisions when choosing a specific concentration (while discussing the content of the various concentration courses), to provide information on career paths that are available within each concentration area, and to inform students of the options they have available for completing minors, second majors as well as graduate studies. Other important issues such as capstone courses and certifications are also discussed.

Supported Student Outcomes at the Program Level:

- (3) An ability to communicate effectively in a variety of professional contexts.
- (4) An ability to recognize professional responsibilities and make informed judgements in computing practice based on legal and ethical principles.
Tentative List of Topics:

- General IST Program Structure
- Catalog year issues
- Concentration overview and course selection
- Other program issues
- Overview of Capstone Courses
- The Capstone Experience
- University Life
- CISCO Certifications
- Other IT certifications (e.g. A+, MCSE, PMP, etc.)
- Career Services Overview
- Web Development and Multimedia Concentration
- Database Technology and Programming Concentration
- Networking and Telecommunications Concentration
- Information Security Concentration
- MS Programs Overview
- Second Major Options
- Experiences in the IST program
- Current state of the IT industry

Grading

Grades will be awarded in accordance with the GMU Grading System for undergraduate students. See [http://catalog.gmu.edu/policies/academic/](http://catalog.gmu.edu/policies/academic/) under Grading for more information.

**Letter grades will be assigned according to the following scale:**

<table>
<thead>
<tr>
<th>Numeric Score</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 – 100</td>
<td>A+</td>
</tr>
<tr>
<td>93 – 96</td>
<td>A</td>
</tr>
<tr>
<td>90 – 92</td>
<td>A–</td>
</tr>
<tr>
<td>87 – 89</td>
<td>B+</td>
</tr>
<tr>
<td>83 – 86</td>
<td>B</td>
</tr>
<tr>
<td>80 – 82</td>
<td>B–</td>
</tr>
<tr>
<td>77 – 79</td>
<td>C+</td>
</tr>
<tr>
<td>73 – 76</td>
<td>C</td>
</tr>
<tr>
<td>70 – 72</td>
<td>C-</td>
</tr>
<tr>
<td>60 – 69</td>
<td>D</td>
</tr>
<tr>
<td>0 – 59</td>
<td>F</td>
</tr>
</tbody>
</table>

* Grades of "C-" and "D" are considered passing grades for undergraduate courses. However, a minimum grade of "C" is required in the BSIT program for any course that is a prerequisite for one or more other courses.
Final grades will be determined based on the following components:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>100%</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Description Report</td>
<td>20%</td>
<td>06/10 @ 11:00 PM</td>
</tr>
<tr>
<td>LinkedIn Profile</td>
<td>20%</td>
<td>06/17 @ 11:00 PM</td>
</tr>
<tr>
<td>Career Services Workshop/Webshop Participation</td>
<td>20%</td>
<td>06/24 @ 11:00 PM</td>
</tr>
<tr>
<td>Advising Session Assignment Participation</td>
<td>20%</td>
<td>07/08 @ 11:00 PM</td>
</tr>
<tr>
<td>Participation</td>
<td>20%</td>
<td>Variable due dates for discussion topics</td>
</tr>
</tbody>
</table>

- **Job Description Report**
- **LinkedIn Profile**
- **Career Services Workshop/ Webshop Participation**

For more information about the above assignments, please check the Assignments page on Blackboard. **These assignments must be uploaded onto Blackboard; late submission will not be accepted.**

- **Advising Session Assignment**

  It is mandatory for all students in the class to **physically** meet with an academic advisor of the AIT department to declare a concentration and determine a plan of study. Please visit the following link for instructions on how to get an appointment with an advisor:

  [https://ist.gmu.edu/advising/appointments](https://ist.gmu.edu/advising/appointments)

  Each student would need to download advising verification document from Blackboard, have the advisor fill it out and sign it. The student should then scan and upload the signed form onto Blackboard through the assignments tool. **Students are advised to obtain an appointment with an advisor as soon as possible, preferably within the first week of the course as appointments fill up very fast. No excuses will be accepted for not being able to submit this assignment. Prior meetings with an academic advisor will not count as credit towards this assignment.**

- **Participation**

  Each student will receive a maximum of 20% of the total grade for participating in discussions during the semester through the Discussion Board on Blackboard. Participation may include offering comments, questions, and replies to the discussion topics that have been posted for each class as well as to classmates’ postings. There will be two or more discussion topics that the instructor initiates on the Discussion Board for each class, and students must
participate in all of the topics. Each discussion topic will be available for one week only for reply by the students; the discussion thread will expire after one week of posting and will not be available for contribution. To receive full credit (20 points) for each discussion topic, you must first create your own original post and then respond to a classmate’s post with a constructive feedback.

Communications

Registered students will be given access to a section of the Blackboard Learning System for this course. Blackboard will be used as the primary mechanism (outside of lectures) to disseminate course information, including lecture videos, announcements, presentation slides, homework and other assignments, and scores for all graded materials.

Communication with the Instructor on issues relating to the individual student should be conducted using GMU email, using Blackboard virtual classroom (online office hours), via telephone, or in person - not in the public forums on Blackboard. Email is the preferred method. Federal privacy law and GMU policy require that any communication with a student related in any way to a student's status be conducted using secure GMU systems – if you use email to communicate with the Instructor you MUST send messages from your GMU email account.

Online Presence Requirement

The course will be offered online asynchronously via Blackboard so there is no specific mandatory online presence required throughout the semester. The instructor will post recorded lectures and corresponding lecture slides onto Blackboard in advance. Students will be able to participate in discussions by accessing the Blackboard discussion tool.

Students may also send private chat messages to the instructor via Blackboard virtual classroom during online office hours. Any discussions/questions that are permissible to be seen by others in the chat room should be posted on the Blackboard common room. Please do not use the common room to post items that you would not want others to see. Send a private message by opening a private chat instead.

Physical Presence Requirement

There is no mandatory in-class presence requirement as all materials are presented asynchronously. The only times the instructor would like the students to be physically present on the GMU campus are the following:

- Career Services workshops at either the Fairfax or Prince William campus (The student may alternatively choose to attend one of the webshops rather than physically attending a workshop).

- Advising Session with an IST advisor for reviewing academic records, degree completion plan, declaring a concentration and choosing concentration classes.

Hardware and Software Requirements
• Access to a configurable and Internet-accessible computer capable of fully running Blackboard is required. This computer needs to be equipped with speakers or a headset.

• As lectures are recorded and posted onto Blackboard as video files, students would need to use a software capable of displaying these video files, which will be posted in either QuickTime, Flash, Windows media or some other common video format. Slides will also be posted onto Blackboard in pdf (or ppt) format so a pdf reader is required.

• Microsoft® Word (or a compatible word processing application) is required for preparing assignments.

• Students should keep in mind that the computer labs at any of the GMU campuses can provide students with all of the basic computing resources required by this online course.

Religious Holidays

A list of religious holidays is available on the University Life Calendar page. Any student whose religious observance conflicts with a scheduled course activity must contact the Instructor at least 2 weeks in advance of the conflict date in order to make alternative arrangements.

Privacy

Instructors respect and protect the privacy of information related to individual students. Issues relating to an individual student will be discussed via email, telephone or in person. Instructors will not discuss issues relating to an individual student with other students (or anyone without a need to know) without prior permission of the student. Assessable work other than final exams (if administered) will be returned to individual students directly by the Instructor (or by a faculty or staff member or a Teaching Assistant designated by the Instructor, or via another secure method). Under no circumstances will a student's graded work be returned to another student.

Faculty and staff will take care to protect the privacy of each student's scores and grades.

Disability Accommodations

The Office of Disability Services (ODS) works with disabled students to arrange for appropriate accommodations to ensure equal access to university services. Any student with a disability of any kind is strongly encouraged to register with ODS as soon as possible and take advantage of the services offered.

Accommodations for disabled students must be made in advance – ODS cannot assist students retroactively, and at least one week's notice is required for special accommodations related to exams. Any student who needs accommodation should contact the Instructor during the first week of the semester so the sufficient time is allowed to make arrangements.

Honor Code
All members of the Mason community are expected to uphold the principles of scholarly ethics. Similarly, graduating students are bound by the ethical requirements of the professional communities they join. The ethics requirements for some of the communities relevant to IST graduates are available via the following links:

- ACM Code of Ethics and Professional Conduct
- IEEE Code of Ethics
- EC-Council Code of Ethics

On admission to Mason, students agree to comply with the requirements of the Honor Code at George Mason University. Student members of the George Mason University community pledge not to cheat, plagiarize, steal, and/or lie in matters related to academic work. The Honor Code will be strictly enforced in this course.

Any use of the words or ideas of another person(s), without explicit attribution that clearly identifies the material used and its source in an appropriate manner, is plagiarism and will not be tolerated. The Instructor reserves the right to use manual and/or automated means (including such services as Turnitin.com) to detect plagiarism in any work submitted by students for this course, and to direct Teaching Assistants and/or other faculty and/or staff members to do likewise in support of this course.

For this course, the following requirements are specified:

- All assessable work is to be prepared by the individual student, unless the Instructor explicitly directs otherwise.
- All work must be newly created by the individual student for this course for this semester. Any usage of work developed for another course, or for this course in a prior semester, is strictly prohibited without prior approval from the instructor.